

## **Checklist to Correct Common Errors on the Residential Treatment Cost Report**

### **Schedule A:**

- ☐ Reporting basis entered in top right corner.
- ☐ Fiscal year on Lines 8 and 9 agrees with Financial Statement.
- ☐ Number of Licensed Beds reported by category on Line 11.
- ☐ Number of Multiple Facilities entered on Line 12 match number listed on Schedule A-1.
- ☐ No amounts reported on Lines 14, 15 and 15a if only Residential Treatment services are provided at the facility.
- ☐ Line 16 includes Days the beds were actually occupied by residents.
- ☐ Line 17 is the total # of Licensed Beds on Line 11 times 365.
- ☐ 17a ties to 17 unless beds could not be used (ex. Construction restricted use of beds or resident's needs prohibited sharing a room.)
- ☐ Original signatures submitted on Schedule A.

### **Schedule A-1:**

- ☐ Combined Total # of Beds on Line 6 ties to Schedule A Line 11.
- ☐ Combined Total Occupied Days on Line 7 ties to Schedule A Line 16.

### **Schedule B:**

- ☐ Total Revenue on Line 11 ties to Total Revenue on the Financial Statement.
- ☐ Total Expenses are entered on Line 12 in the first column and this amount ties to the Financial Statement and to Schedule C Line 106.

***➔ Please note that no values should be entered in any of the grey cells on the cost report.***

### **Schedule C-1:**

- ☐ This Schedule should be completed before Schedule C because it feeds the Treatment Expenses to Schedule C (if done in Excel).
- ☐ Only the top Line (FTEs) and Lines 1a through 11 should have data (*no values entered in the grey cells*).
- ☐ FTEs - Full-time Equivalents (# number of staff utilized to provide Treatment Services) entered in all columns with costs.
- ☐ Resident Days (# of days the beds were occupied) are entered on Line 11 and agree to the amount entered on Schedule A Line 16.

### **Schedule C:**

- ☐ FTEs came through from Schedule C-1.
- ☐ Total on Line 10 ties to Schedule C-1 Line 10.
- ☐ Resident Days on Line 11 came through from Schedule C-1.
- ☐ Program and Social Work salaries are separated as a percent of Total Salaries and entered on Lines 12 – 18.
- ☐ Operating Expenses are entered in the appropriate column (7 – 10). This column plus the column used for Treatment Expenses (columns 1 – 4) are totaled at the bottom of this Schedule on Line 106.
- ☐ Line 106 Column 15 ties to the Financial Statement as well as to Schedule B Line 12.
- ☐ *No values are entered in grey cells.*
- ☐ Any Corporate Administrative Expenses as reported on the Financial Statement are allocated between columns 13 and 14.

### **Schedule D:**

- ☐ Related Party Transactions which have occurred during the report period are entered.
- ☐ If no Related Party Transactions occurred enter “Not Applicable”.